

# WEEK IN REVIEW

A publication of the City Manager's Office

## Council Meeting

February 26 - Next City Council  
Regular Meeting and Work  
Session

## Looking Ahead

Monday, February 25: School  
Board, Parks & Recreation Board  
meetings

Thursday, February 28: Parking  
Authority meeting

Friday, March 1: Filing deadline  
for business licenses

## Stay Informed!

- [CitE-News & ActivitE-News](#)
- [Latest News](#)
- [Get Alerts](#)
- [Mobile App](#)
- [OpenGov](#)
- **WATCH!** [publiCITY](#) news show  
Season 2 coming February 27
- **LISTEN!** [Rouss Review](#) podcast:  
Episode 3: Animal Cruelty laws



A group of ducks visited the set of a publiCITY taping at Abrams Creek on Tuesday. Season 2 returns 2/27 with an episode about stormwater.

## City Manager's Takeaways

The City's Snow Team responded to the winter weather event this week, working around the clock to ensure the City's streets were cleared and in safe driving conditions.

The George Washington's Office Museum held an open house on President's Day in celebration of the 275th anniversary and it was well attended by local residents.

Bid documents for the northeast sidewalk replacement project have been posted. Bids are due April 2. This \$1 million CDBG project will replace approximately two miles of sidewalks in the North End.

Continued FY20 budget prep for Council's discussion in March.

# Public Safety

## Winchester Police

- Attended SWAT and Emergency Medical Dispatch trainings.
- Attended Apple Blossom planning and Crime Solvers meetings.
- Began training on the new Crimesolvers P3 tip app.
- Continued planning Badges & Batter, Junior Academy, and Cookies with a Cop. Disseminated Teen Academy posters at various locations and accepted registrations.
- Developed and completed seatbelt and emergency response trainings.
- Violent crimes:
  - Crimes against persons (felony) - 2
  - Crimes against persons (misdemeanor) - 13
- Property crimes:
  - Residential Burglaries - 1
  - Commercial Burglaries - 0
  - Other - 25

## Winchester Fire and Rescue

- Responded to a high number of fires this week.
- Attended the Fire and Rescue Conference in Virginia Beach.
- Attended the National Fire Academy for Command and Control of Multi-Alarm incidents.
- Received the burn building materials for construction.
- Conducted all-call meetings for all WFRD members.

## Emergency Management

- Hosted and participated in 92<sup>nd</sup> Apple Blossom Emergency Management Organizational Meeting.
- Hosted and participated in Community Emergency Response Team revitalization meeting.
- Monitored and provided weather information to various City departments.

Police Activity	#
Calls for Service	919
Crash Reports	9
DUI/DWI	3
Alarms/False Alarms	18/18
Directed Patrols	69
Directed Patrols (OTW)	5
Extra Patrols	190
Extra Patrols (OTW)	1
Traffic Citations	83
Traffic Warnings	88
Special Events	0/0
Permits Received/Approved	21 rec'd YTD

Fire Activity	#
Fire	7
Overpressure	0
EMS/Rescue	88
Hazardous Cond.	4
Service Call	8
Good Intent	4
False Alarms	6
Special Incident	2
Plan Review	0
Inspections	5
Reinspections	7

# Development Services

## Economic Redevelopment

- Participated in the Workforce Initiative board retreat with regional workforce development partners to discuss the future efforts and structure of workforce development.
- Held monthly Economic Development Authority (EDA) meeting; the EDA board voted to extend the MOU period with Lynx Ventures LLC for a period of 60 days.
- Spoke to the INSIGHT Citizen's Academy class about Economic Development in Winchester, the role of the Economic Development Authority, and catalyst site opportunities.
- Hosted a tour of Winchester for representatives of Virginia Economic Development Partnership as well as discussions of industry targets and workforce development solutions.
- Continued working with development teams associated with Kent/Piccadilly and Towers sites.

## Winchester/Frederick County Tourism

- Attended Airport logo creation meeting to review initial design concepts and narrow down/refine options.
- Attended Shenandoah Valley Tourism Partnership phone conference meeting to review 26+ RFP proposals for a digital marketing firm. Refined to 5 which will be interviewed in person.
- Attended Southeast Tourism Society (STS) Board of Director's phone meeting to review and vote on a confidential collaboration/opportunity which will benefit all STS members.
- Completed invoicing and paperwork for all 60+ advertisers supporting 2019 Visitor Guide and Duratran advertising opportunities.
- Continued design work on the 2019 Visitor Guide.
- Moved several key items to next week due to the snow including: February Tourism Board meeting, FY20 County budget presentation, Tourism Board marketing committee meeting.

## Old Town Winchester (OTW)

- Received 2019 OTW Shopping and Dining Guides from printer and began distribution to OTW businesses.
- Interviewed by Centennial Radio on 2019 events.
- Conducted follow up survey of restaurants and shops regarding Chocolate Escape.
- Continued promotion of the 2019 Celtic Fest scheduled for March 9. Began collecting promotions from OTW Businesses for the event.
- OTAC Promotions Committee Meeting continued work on developing a Shop Local Campaign and Mothers' Day promotion.
- Participated in National Main Street professional development training via webinar. Tuition covered by Virginia Main Street. Successfully completed Advanced Principles of Sustainable Organization Course.

## Planning

- Staffed the February 19<sup>th</sup> Planning Commission meeting where a public hearing was conducted for **RZ-18-923** A 5.952-acre PUD overlay rezoning to permit 20 additional apartment units at Treetops Apartments located at 501 Treetops Lane. No one spoke at the hearing except for the applicant and the request was forwarded to Council on a 4-0-1 vote (Mayfield abstaining) recommending approval.
- The February 20<sup>th</sup> Metropolitan Planning Organization Policy Board meeting was cancelled due to weather.
- Continued working with applicant to prepare updated materials and staff report for **CU-18-815** which is the request for waivers of development standards to allow a 124,000 sq. ft. addition to the existing Health Service District complex at 333 W. Cork Street- Council had tabled the request until the February 26<sup>th</sup> Work Session giving the applicant more time to respond to specific recommendations as to measures to reduce the potential impacts on the surrounding neighborhood.
- Attended the open house at the George Washington Museum where a large number of citizens took advantage of free tours on Presidents Day. The event was branded as part of the 275<sup>th</sup> Anniversary activities.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

## Zoning and Inspections

- Completed:
  - 172 building permit inspections and issued 22 building/trades permits (\$194,408 valuation)
  - 65 code enforcement inspections and initiated 23 new cases
  - 6 new business reviews (5 Certificates of Business, 1 Certificates of Home Business)
- Attended Planning Commission regular meeting.
- Issued final certificate of occupancy for the following projects:
  - Meadow Branch Apartments, 450-460 Ridgewood Lane and 470-480 Ridgewood Lane
  - Glaize Juicer Building - 212 Commercial Street

Permit #	Type	Address	Description	Value
19 00000400	MECH	1836 AMHERST ST	REPLACE BOILERS IN ENERGY PLAN	\$91,693
19 00000401	MECH	391 E PALL MALL ST	REPLACE A/C & FURNACE	\$5,350
19 00000473	NGAS	645 SHERLOCK TRCE	REPLACE RANGE	\$500
19 10000027	PSD1	181 N LOUDOUN ST	OUTDOOR DINING	\$85
19 10000027	PSPS	181 N LOUDOUN ST	PORTABLE SIGN	\$10
19 10000031	PSPS	8 W CORK ST	2 PORTABLE SIGNS	\$10
19 00000300	SIGN	1002 1022 WOODSTOCK LN	FREESTANDING SIGN	\$800
19 00000494	NGAS	225 SHENANDOAH AVE	INSTALL GENERATOR	\$900
19 00000495	NGAS	182 HAWTHORNE DR	REPLACE WATER HEATER/ADD EXP T	\$0

Permit #	Type	Address	Description	Value
19 00000495	PLBG	182 HAWTHORNE DR	REPLACE WATER HEATER/ADD EXP T	\$1,350
18 00001431	FSUP	1705 U 101 AMHERST ST	ALT. TO WET SYSTEM	\$9,700
18 00001557	ELEC	316 LINDEN DR	CONSTRUCTION COMPLETION	\$800
18 00001558	ELEC	320 LINDEN DR	CONSTRUCTION COMPLETION	\$700
18 00001559	ELEC	324 LINDEN DR	CONSTRUCTION COMPLETION	\$700
18 00001617	MECH	414 W MONMOUTH ST	MOVE REGISTERS	\$1,000
18 00001847	ELEC	2350 S PLEASANT VALLEY RD	REMODEL	\$8,450
19 00000381	ELEC	316 S STEWART ST	GENERATOR	\$2,300
19 00000382	ELEC	305 LONGVIEW AVE	SVC UPGRADE	\$2,000
19 00000395	ELEC	903 905 S KENT ST	SW, LTS, RECPS & SVC IN 903	\$2,500
19 00000396	ELEC	903 905 S KENT ST	SW, LTS, RECPS & SVC IN 905	\$2,500
19 00000398	RREM	423 W CLIFFORD ST	ADD MASTER BATHROOM	\$36,000
19 00000500	MECH	2214 PAPERMILL RD	REPLACE HEAT PUMP	\$7,300
19 00000501	MECH	234 MILLWOOD AVE	INSTALL DUCTLESS SYSTEM	\$18,000
19 00000512	NGAS	1509 BROOKDALE CT	REPLACE WATER HEATER/ADD EXP T	\$0
19 00000512	PLBG	1509 BROOKDALE CT	REPLACE WATER HEATER/ADD EXP T	\$1,750
19 10000026	PSPS	37 39 W BOSCAWEN ST	PORTABLE SIGN	\$10
<b>Total: 26</b>				<b>\$194,408</b>

## Public Services

- City Hall renovations: The Innovation and Information Services staff members began moving back into their renovated offices on the 4<sup>th</sup> floor. The next phase of the project will consist of modifications to the Exhibit Hall on the 4<sup>th</sup> floor.
- Creamery Building renovations: Selective demolition of some of the walls on the 3<sup>rd</sup> floor has been completed and the new wall framing is in progress. The Fire Department admin offices will move into this space when the work is completed.
- Submitted the bid documents for the northeast sidewalk replacement project to Purchasing for final review and advertisement. Bids will be due on April 2. This is the project that will replace approximately two miles of sidewalks in the northeastern section of the City utilizing \$1 million in allocated funds from the CDBG program.
- The snow team responded to the snow event on Wednesday.

- Held the mandatory pre-bid meeting for contractors interested in submitting bids for the project to replace the three million-gallon water storage tank on Strothers Lane (behind National Fruit). Bids are due on March 19.
- S. Kent Street infrastructure replacements: The water main replacement between Cork and Millwood has been completed and the water and sewer service line replacements are approximately 75% complete. Work on the sidewalk replacements will begin soon.

### Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	3,420
Water service lines replaced (number)	63	67
Water meters replaced (number)	2	752
Sanitary sewer mains replaced/lined (linear feet)	18	18
Sanitary sewer laterals replaced (number)	9	11
Sanitary manholes replaced (number)	0	4
Sidewalks replaced (linear feet)	100	5,033

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Sidewalks repaired/replaced	0	0	Linear feet
	Streets repaved	0	0	Lane miles
	Potholes repaired	2	38	#
	Mowing	0	0	Acres
	Miles of streets swept	16	138	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	1	18	#
	Trees trimmed	1	63	#
	Stumps removed	5	38	#
Traffic	Street signs Installed/replaced	12	96	#
	Pavement markings repainted (City)	0	0	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	130.67	858.05	Tons
	Recycling collected	34.86	251.85	Tons
	Large item pickups	5	25	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Transit	Total passengers	2,399	15,734	#
	Revenue miles pick up/drop off	3,780	24,703	Miles
	Revenue hours pick up/drop off	350.67	2,278.29	Hours
Utility billing	Payments processed	1,270	10,725	#
	New bills mailed out	1,639	10,243	#
	Water services turned off (non-payment)	0	41	#
Water treatment plant	Average daily water demand	6.52	6.29	Million gallons/day
	Peak daily water demand	6.86	7.52	Million gallons/day
Wastewater treatment plant	Average daily flow treated	11.91	10.05	Million gallons/day
	Peak daily flow treated	17.33	20.04	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	0	6	#
	Water meters read	1,163	10,412	#
	Fire hydrants flushed	0	0	#
	Sewer mains cleaned	1,473	19,391	Linear feet
	After-hours call outs	5	55	#
Engineering	Site plans reviewed	0	12	#
	Floodplain permits issued	0	28	#
	Utility as-builts reviewed	0	2	#
	Right-of-way permits issued	3	21	#
	Land disturbance permits issued	0	0	#
	Stormwater facility inspections	0	6	#
	Erosion and sediment control inspections	52	364	#
	Erosion and sediment notices to comply	1	3	#
Facilities Maintenance	Work requests completed	14	139	#
	Special events assistance	0	1	#
	Maintenance of pedestrian mall	31	224	Staff hours
Equipment maintenance	Total repairs completed	62	552	#
Winchester Parking Authority	Work requests completed	7	56	#
	Special events - assistance provided	1	6	#
	Vandalism or property damage issues	1	4	#
	New monthly rentals	4	26	#
	Monthly rental cancellations	4	16	#
	Hourly parkers (all four garages)	2,928	16,738	#
	Park-Mobile transactions	655	3,772	#

## Social Services

- Received 86 Benefit Program applications: 27 SNAP, 48 Medicaid, 1 TANF, 0 VIEW, 4 Child Care, 1 Auxiliary Grant, 0 General Relief, 6 Home Energy Assistance Program
- Provided case management to:
  - 3,284 Medicaid cases
  - 1,635 SNAP cases
  - 69 TANF cases
  - 15 Auxiliary Grant cases
  - 38 individuals receive VIEW services
  - 47 families/98 children receive Child Care Subsidy Assistance (54 families/91 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	146/107
Child Protective Service referrals	7
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	56
Entered/exited foster care	2/0
Adoption subsidy cases/adoptions finalized	52/0
Child Protective Service (CPS) case management load	67
Benefit program fraud & overpayment referrals/investigations	0/1
CPS family assessments & investigations of alleged maltreatment	61
Family Service intakes	6
Adult Protective Service referrals	4
Adult services case management load	12
Adult guardianships/cases	2/66
Adult Protective Service investigations/intakes	23/4
Family Services Prevention case management load	4
Open fraud recoupment claims	7
Uniform Assessment Instrument screenings	3



# Support Services

## Innovation and Information Services (IIS)

- Finish moving items to production for Personal Property Semi-Annual billing changes.
- Continued testing of HTML5 version of NaviLine.
- Worked with vendors for utility billing auto-payment functionality.
- Worked on scrubbing data to be added to the new OpenData portal (coming soon).
- Continued ongoing mobile phone transitions.
- Resolved a long-standing problem with CoW-Mobiles WiFi- needs testing before redeployment.
- Moved all Click2Gov applications from on-premise to the Cloud for improved performance and reliability.

# Parks & Recreation

- Continued accepting applications for Lifeguard and Recreation Center Attendant positions.
- Held HIVE No School Day 2/18 and 2/21.
- On-boarded one new Athletic Specialist.
- Continued working on Summer 2019 Activity Guide.

# Communications

- Distributed the February 20, 2019 CitE-News issue.
- Distributed a Storm Prep newsletter to CitE-News subscribers on February 19.
- Kept the community informed of the City's snow response and facility closures on February 20 via notification system, social media, local/regional media, channel 6, Storm Information web page, employee hotline, newsletter, and others.
- Handled 9 media requests for City information and staff interviews and 5 media requests for WPD.
- Handled or began processing 3 FOIA requests.
- Created an online form for the Kids & Cops Camp internship applications, available March 1.
- Wrote, recorded, and edited the first episode of season 2 of publiCITY, which will be released on Wednesday, February 27.
- Prepared for the next episode of the Rouss Review to be released on February 28.
- Designed poster and web graphic for Badges & Batter pancake breakfast.
- Worked with Parks & Recreation to design Activity Guide ads for the Expedition Winchester (week-long history camps) and Moonlight Ball, both offered in honor of the 275th anniversary.
- Met with Economic Development to discuss the need for an available supermarket property brochure.
- Met with HR to discuss an internal benefits brochure redesign.
- Added multiple General Orders to the Police Department website.
- Held two INSIGHT Citizen's Academy sessions: 1) Winchester Sheriff, Commonwealth's Attorney, Clerk of Circuit Court and 2) Economic Development (trolley tour to redevelopment and catalyst sites).
- Attended the Economic Development Authority meeting.
- Provided a presentation on FOIA and Records Retention to the Workforce Initiative Board.

Date	City of Winchester News Releases
2/19	Winchester GIS Open Data Portal now available - <a href="#">read</a>
	EDA extends former Winchester Towers site MOU - <a href="#">read</a>
2/20	February 20 inclement weather schedule - <a href="#">read</a>
Date	Articles in <i>The Winchester Star</i>
2/16	Food bank donations drying up as area becomes food desert
	Our Views: Holy Cannoli!
	Man accused of mall gunplay
2/18	Airport officials want an aircraft tax decrease
	Try a new dining destination
2/19	Celebrating George Washington's birthday (photo: Old Town Winchester)
	Firefighters quickly put out house fire
	Electrical fire at city home displaces 4
2/20	Commission recommends expansion OK
2/21	Video provides pedestrian's view of complex
	Drivers weather snowstorm
	EDA continues work on Towers redevelopment
	Chimney fire displaces five
2/22	City school board discusses budget priorities
	House fire blamed on chimney maintenance
	5K donation pays for wristband locators

